INTERVIEWING TIPS

Only employment-related factors should be considered in making personnel decisions. Employment decisions will be based on factors such as education, experience, knowledge skills, abilities, license/certification requirements, results of reference checks and success in previous employment. Federal and state laws and regulations applying to Equal Employment Opportunity prohibit inquiries which express, directly or indirectly, any preference, limitation, specification, or discrimination as to race, religion, color, national origin, gender, age or disability.

Interviewing Tips

The purpose of the interview is to learn about the candidates and to give the candidates information about the job.

The suggested length of the interview is 15-30 minutes.

Take time to put yourself and the candidate at ease. Perhaps you could offer the candidate something to drink. And it’s always safe to discuss the weather in an effort to break the ice.

Explain what will take place during the interview. Most typically this entails you asking a set of predetermined questions, answering any questions the candidate may have, and then fully outlining the responsibilities of the job. If you have specific departmental policies that may impact a candidate’s decision about taking the job, you could mention them at the end of the interview time.

Remember to make eye contact with the candidate.

Also remember to ask questions that are job-related. Questions should relate back to knowledge, skills and abilities required to perform specific job tasks.

Open-ended questions are always a good idea. Listen to responses and make notes as necessary. Allow for silence if the candidate is thinking about what to say. It is important to use the same questions when interviewing each candidate and keep the questions for further review, if needed.

After you have asked your questions, give the candidate an opportunity to ask questions.

If you have not already provided the employee with a detailed job description, it is important to do so at the interview. Also outline any expectations that may be unique to your office i.e. dress requirements, policies about doing homework at the office, or policies about surfing the internet.

Let the student know what the interview/hiring timeline is.

Once you have made a hiring decision, contact all applicants, including those you did not interview. A suggestion is to call and/or send a written notice to those applicants you interviewed to let the applicants know a hiring decision has been made. For those applicants you did not interview, a succinct letter or email informing them that a hiring decision has been made.

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